

MEMORANDUM FOR: [REDACTED]
Assistant to the Director

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SUBJECT : Item to be Brought Up at the Next Assistant
Directors Meeting

1. There have been a considerable number of claims submitted for my approval under the special authority granted by [REDACTED] for reimbursement to individuals who incur expenses incident to official travel, but whose orders are subsequently cancelled. This type of claim cannot be approved under any existing Government or CIA Regulations as authorized travel expenses when orders are cancelled and the individual does not perform travel. I cannot approve them under my special authority unless they are a result of circumstances peculiar only to the operations of CIA, and since cancellation of travel orders for any reason appears to be normal under Government operations, these claims, no matter how unfortunate, cannot be paid.

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2. The office heads should be advised that, in writing travel orders, due consideration should be given to the expenses which will normally be incurred by the travelers so that cancellation of orders are not indiscriminately effected which will result in claims which cannot be approved. Further, the office heads should advise their personnel that excessive personal expenses in anticipation of travel orders should be avoided because of the possibility that the orders may be cancelled.

13/
L. K. WHITE
Acting Deputy Director
(Administration)

SA/DD/A:WEB:sh(26 Feb 54)

Distribution:

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